

CSHCS INFO #27-2014 - New Client Expenditure reports for LHD use  
Wed 8/13/2014

All local health departments now have access to two new client reports. The reports are available through the usual CSHCS application in Single Sign On. There are some similarities between the reports but they serve different purposes.

- The first report is labeled **Client Expenditure Detail Report**, and shows line item claims paid within a given time frame for a specific client.
- The second report is labeled **Client Expenditure Summary Report**, which summarizes claims based on claim type (e.g., OT/PT, Office Visits, etc.) within a given time frame for a specific client.

To access these reports:

- Sign into the Michigan Single Sign On Portal
- Select the CSHCS application
- Accept the user agreement which will send you the main menu.
- The main page will have three columns.
  - From left to right, they are named **system, client, and reporting.**
  - Under reporting select the link labeled **LHD Reports.**
  - Once selected you will be moved to the next screen.
  - Select which report is to be generated
  - Enter the start and end dates, the recipient id number, or client last name.
  - Click the “Submit” button
  - The report will be generated.

This message is in response to your requests for access to expenditure information on CSHCS clients. We’ve attached two new reports for your use.

These reports may help families understand how CSHCS helps them financially.

- Some families want to know what CSHCS paid on the client’s behalf over a specific period of time – Use the **Client Expenditure Detail** report.

- Some families want to know where the bulk of covered services occur – Use the **Client Expenditure Summary** report.

NOTE: It's important to remind families that co-pays do not show on these reports. Families should be told to add the expense of the co-pays they will have pay to their calculation in deciding if it's worth having a payment agreement. In addition, the amount paid on the reports is less than the family may have to pay providers if the family chooses not to enroll. CSHCS pays less than the actual charge.

These reports can also help identify families that may be considered for the Premium Payment Benefit Program.

If you have any questions or concerns please email [boydd5@michigan.gov](mailto:boydd5@michigan.gov) . Thank you.

Karla McCandless, Manager  
Policy & Program Development  
Children's Special Health Care Services  
MI Dept. Of Community Health  
320 S. Walnut – 6<sup>th</sup> Floor  
Lansing, MI 48913